

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**  
**HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE**  
**MEETING NOTES**  
**October 28, 2011**

The Human Resource Directors Advisory Committee convened on October 28, 2011 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their g

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Mark Owens, University of Illinois at Springfield; Leslie Arvan, University of Illinois at Urbana/Champaign; Robbie Witt, University of Illinois at Urbana/Champaign; Jami Painter, University of Illinois Administration; Deb Stone, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana/Champaign; Tammy Carlson, Illinois State University; Rhonda Wybourn, Northern Illinois University; Linda Holloway, Eastern Illinois University; Penny McCarty, Southern Illinois University School of Medicine Springfield; Angela Tippey, Southern Illinois University School of Medicine Springfield; Debra Bigger, University of Illinois School of Medicine Peoria; Peggy Podlasek, Illinois Board of Higher Education; Marta Maso, Northeastern Illinois University.

The following persons were in attendance via videoconference: Jennifer Watson, Southern Illinois University Carbondale; Tracy Bennett, Southern Illinois University Carbondale; Mirta Mendez, University of Illinois at Chicago; Deb Lewis, University of Illinois at Chicago; Jack Croffoot, University of Illinois Rockford; Pam Bowman, Western Illinois University; Anita sellers, Western Illinois University; Sherry Senkfor, Southern Illinois University Edwardsville; Karen Matkins, Southern Illinois University Edwardsville.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

**1) Review and update of revisions to SUCSS Salary Data System**

The Committee was provided information regarding the development of a new system-wide salary data system to replace the current system managed by Northern Illinois University. The Committee was given a brief demo of various 'panel shots' and provided an outline of features in this IT program. Several universities are actively participating in the development of this new

IT program. This project should be completed in the next few months. Further information will be provided as project development timelines and activities are completed.

## **2) Review and discussion of proposed rule changes**

The Committee was provided information and draft copies of the following rule changes:

### **a) Exemptions (Section 250.30(b))**

This proposal was presented to the Committee at a previous meeting and was drafted in response to the recent legislative action regarding this topic. The Committee was informed that this proposal would soon be posted by the Secretary of State's Office for the First Notice Period. The Committee was also informed that any final rule change proposal would have to be approved by the Merit Board before it could be formally submitted to JCAR and the Second Notice Period.

### **b) Register Maintenance (Section 250.60(h))**

This draft proposal was prepared in response to the request to formally continue with providing employers more flexibility to delete names from registers upon employment into a posted professional, semi-professional, or managerial classification, most specifically for the new Pilot Program classifications. This section was therefore amended by adding a new provision to provide for the permissive removal of names from registers, when that position has been posted and the posting includes a timeline for removal or discontinuation of the register for that classification. Additional procedural language will be incorporated to more specifically outline the guidelines and limitations in this respect. It is planned that this provision will only apply to the professional, semi-Professional, and managerial occupational areas. The Committee was informed that this proposal would soon be posted by the Secretary of State's Office for the First Notice Period. The Committee was also informed that any final rule change proposal would have to be approved by the Merit Board before it could be formally submitted to JCAR and the Second Notice Period.

### **c) Discharge (Section 250.110(f)(17))**

At the last meeting of the Merit Board, the Board indicated a desire not to reconsider any past final discharge/demotion decisions and to defer any such appeal in accordance with the Administrative Review Law. Current language provides for a possible rehearing and reconsideration of past Merit Board decisions in this respect. Current language was developed prior to the implementation of the Administrative Review Law and probably should have been removed as the Administrative Review Act became law. Therefore, this section is amended to remove the language regarding a rehearing and reconsideration of a Merit Board discharge/demotion order or decision. Any appeal of a final Merit Board decision will have to be processed in accordance with the Administrative Review Law. The Committee was informed that this proposal would soon be posted by the Secretary of State's Office for the First Notice Period.

### **d) Probationary Period (Section 250.90(b))**

Various campus policing units had suggested that an option to extend the probationary period for a comparable time to offset the off-site mandatory police training required for entry level officers. Campus police units simply needed more on-site time to properly evaluate entry level police officers. Therefore, this section was amended to allow for the

extension of the probationary period for a comparable amount of time for any required, formal off-site training period. Prior authorization and notification will be required for this extension. The Committee was informed that this proposal would soon be posted by the Secretary of State's Office for the First Notice Period.

e) *Intern Program (Section 250.70(d)*

As suggested by the Statewide University Diversity and Affirmative Action group, the current Trainee Program is changed in name only to the "Intern Program." The Committee was informed that this proposal would soon be posted by the Secretary of State's Office for the First Notice Period.

**3) Classification Plan Management**

- *Typing Test*

The Committee was briefly informed of the new typing test developed and released by the University System Office. Handouts and a brief demonstration were provided.

- *Transition of Pilot Program*

The Committee was informed that the regulatory timeframe for the approved Pilot Program had ended. This Program must now be transitioned into the standard classification plan. The Committee was informed that a report and details of this transition would be provided at the next meeting.

- *Class Plan Update*

The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.

**4) Principal Administrative Appointments**

Several handouts were presented detailing the history, audit findings, and various statistical reports regarding this topic. Discussion followed regarding what direction should be taken to address this issue. The University System Office suggested that some sort of Pilot Program be initiated to help solve this dilemma.

**5) Other System Office Activities**

The Committee was updated on various University System Office activities including:

- *Budget Update*

The Committee was informed of the current agency budget status and the final FY2012 appropriation as approved by the legislature and Governor. The FY2012 agency budget was cut by approximately 6% from the FY2011 budget. In addition, the FY2012 budget was approved in a strict line item designation which will add a layer of difficulty in effectively managing personnel and financial issues. Several small dollar cuts will have to be made to effectively manage the agency budget in this fashion.

- *Audit Schedule*  
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Legal Update*  
Tom Morelock introduced the new Legal Counsel for the University System Office, Abby Daniels, who joined the staff on September 16, 2011. A brief bio was presented.

The Committee was also updated on the status of various discharge cases. Specifically, the Committee was informed that the Merit Board decision in the Rettig discharge case was overturned by the circuit court. The Merit Board upheld the discharge recommendation filed by Northern Illinois University against Mr. Rettig, a Police Officer. The circuit court determined that the Merit Board's decision was in conflict with the manifest weight of the evidence and ordered Mr. Rettig to be reinstated with full back pay. NIU has appealed this decision to the appellate court. The University System Office is awaiting the appellate court to schedule this case.

In other actions, the Merit Board's decision to uphold the discharge of Mr. Kafka, a Police Officer at NIU, was also appealed to the circuit court. This case is scheduled for hearing on November 21, 2011.

- *Annual Report*  
The Committee was informed that the State Universities Civil Service System Annual Report will be released soon and available to all.
- *Auditor General's Report*  
The Auditor General recently completed their biennial audit for the University System Office. This report is scheduled to be released soon.

## 6) **Meeting Schedule**

The 2012 meeting dates were set as follows:

January 27, 2012  
April 27, 2012  
July 27, 2012  
October 26, 2012